

# CREATIVE PORTLAND

84 Free Street | Portland, ME | 04101 | 207-370-4784

## **Board of Directors Meeting**

Wednesday, July 23, 2025

3:30 PM

[Via Google Meet](#)

### AGENDA

1. **Welcome and President's Comments (1st meeting of FY26)**
2. **Consent Agenda**
  - A. June financials
  - B. June Minutes  
**VOTE:** to accept consent agenda
3. **Executive Director Update**
  - A. FFAW - Resumes August 1st
  - B. Arts District Banner Update
  - C. Arts Activation Fund (5K balance)
  - D. Maine Music Weekend Festival (Sept 5-7, 2025)
  - E. Hear Here 3 (9/7 - Board attendance/volunteers)
  - F. Grant Pursuit & Feedback (MOT & MAC, Levitt Music Series, NEA)
4. **Board Business**
  - A. Sponsorship plan & update for FFAW
  - B. Governance & Board Recruitment
    - i. Board term summary & timeline
    - ii. Recommendations
    - iii. Nominating committee discussion
  - C. Board Share
5. **FY26 Board Meeting Dates: Sept 3, October 1, Nov 5 (annual mtg), January 7, 2026, Feb 4, April 1, May 6, and June 3.**



# Creative Portland Statement of Activity Profit & Loss Budget vs. Actual July through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Operations (unrestricted)	225,230	242,300	-17,070	92.96%
4200 · Programs	11,858	45,000	-33,142	26.35%
<b>Total Income</b>	<u>237,088</u>	<u>287,300</u>	<u>-50,212</u>	<u>82.52%</u>
<b>Cost of Goods Sold</b>				
5000 · Cost of Programs	29,727	47,500	-17,773	62.58%
<b>Total COGS</b>	<u>29,727</u>	<u>47,500</u>	<u>-17,773</u>	<u>62.58%</u>
<b>Gross Profit</b>	<u>207,361</u>	<u>239,800</u>	<u>-32,439</u>	<u>86.47%</u>
<b>Expense</b>				
6000 · Marketing	892	7,250	-6,358	12.3%
6100 · Personnel	165,876	170,900	-5,024	97.06%
6200 · Occupancy Expenses	8,088	7,800	288	103.69%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	12,542	34,600	-22,058	36.25%
6600 · Operating Expenses	12,254	15,290	-3,036	80.15%
<b>Total Expense</b>	<u>199,652</u>	<u>238,840</u>	<u>-39,188</u>	<u>83.59%</u>
<b>Net Ordinary Income</b>	<u>7,709</u>	<u>960</u>	<u>6,748</u>	<u>802.91%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Other Income-Expense	92	50	42	184.59%
<b>Total Other Income</b>	<u>92</u>	<u>50</u>	<u>42</u>	<u>184.59%</u>
<b>Net Other Income</b>	<u>92</u>	<u>50</u>	<u>42</u>	<u>184.59%</u>
<b>Net Income</b>	<u><u>7,801</u></u>	<u><u>1,010</u></u>	<u><u>6,791</u></u>	<u><u>772.28%</u></u>

**Creative Portland**  
**Statement of Financial Position**  
As of June 30, 2025

	Jun 30, 25	May 31, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Creative Portland Checking	94,911	74,712	20,199	27.0%
1011 · GSB Savings 5265	98,584	98,576	8	0.0%
1015 · Petty Cash	1,558	1,558	-	0.0%
<b>Total Checking/Savings</b>	<u>195,053</u>	<u>174,846</u>	<u>20,207</u>	<u>11.6%</u>
<b>Other Current Assets</b>				
1220 · Other Receivable	-	-	-	0.0%
<b>Total Other Current Assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Total Current Assets</b>	<u>195,053</u>	<u>174,846</u>	<u>20,207</u>	<u>11.6%</u>
<b>Fixed Assets</b>				
1400 · Fixed Assets	34,294	34,594	(300)	-0.9%
<b>Total Fixed Assets</b>	<u>34,294</u>	<u>34,594</u>	<u>(300)</u>	<u>-0.9%</u>
<b>TOTAL ASSETS</b>	<u><u>229,347</u></u>	<u><u>209,440</u></u>	<u><u>19,907</u></u>	<u><u>9.5%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	-	-	-	0.0%
<b>Total Accounts Payable</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Other Current Liabilities</b>				
2500 · Fiscal Sponsorship Liability	78,022	76,991	1,030	1.3%
<b>Total Other Current Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Total Current Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Total Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Equity</b>				
3100 · Unrest'd Net Assets	143,524.36	143,524.36	-	0.0%
Net Income	7,800.93	-11,075.53	18,876	170.4%
<b>Total Equity</b>	<u>151,325</u>	<u>132,449</u>	<u>18,876</u>	<u>14.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>229,347</u></u>	<u><u>209,440</u></u>	<u><u>19,907</u></u>	<u><u>9.5%</u></u>

**Creative Portland Board Meeting Minutes (short version)**  
Wednesday, June 4, 2025 (via zoom)

**Attendance:**

**Board Members:**

Kate Anker (Immediate Past President), David Brenerman, Tae Chong, Lucy Comaskey, Lindsay Hancock, Clare E. Hannan (Vice President), Herb Ivy (President), Zsofia McMullin, Dinah Minot (Assistant Secretary), and Matt Schwach (Secretary), Greg Watson (ex officio)

**Absent:** Kirstie Archambault, Gib Foltz, Eliza Ginn, Daniel Minter, Councilor Regina Phillips (ex officio), Dawn Reshen-Doty (Treasurer)

**Staff:** Dinah Minot, Walks Tall Keith

## **Board Meeting Summary**

### **1. Welcome & President's Comments (3:35pm)**

Herb Ivy called the meeting to order and welcomed attendees.

### **2. Consent Agenda (3:35pm - 3:38pm)**

May Minutes, April Minutes, April Financials

**Action:** Vote to approve the Consent Agenda:

Motion first by Clare Hannan and seconded by Lindsay Hancock.

**Unanimously approved.**

### **3. Executive Director Update (3:38pm – 5:05pm)**

#### **First Friday Art Walk (FFAW)**

The board voted and decided to officially cancel Art Walk Map & Publication for July 4 FFAW and to promote instead a low-key walk, creative freedoms and the fireworks.

#### **Monday Morning Drop-By:**

- Maine Art Collective attended and expressed interest in benefiting from the Artist Activation Fund.
- USM reps shared updates on the Crewe tour and a huge piano sale.
- Public Works could be interested in storing pianos for public space activation.

#### **Proposed Banner Project:**

- Opportunity to remove and replace banners on Congress Street spine.
- Meeting scheduled with Portland Downtown to discuss PMA's proposed sponsorship
- Dinah is facilitating this collaboration to expedite the process.

- PMA seeks to promote its collection; final design approval remains with CP & PD.
- Build a positive relationship with Portland Downtown.

**Staff Update:**

- Zachary Pike not joining as part-time App Sales Contractor bc no weekday availability.
- Post re-activated on MANP job website.

**Action:** Vote to approve FY 2026 Work Plan & Budget

- First by Lindsay Hancock, second by Tae Chong
- FY26 Work Plan & Budget unanimously approved.

**Artist Activation Fund Discussion:**

- Emphasis: art as a revitalizing force for communities as opposed to Arts District decline
- Zsofia will send updated Artist Activation Fund language to Dinah and Walks Tall by Friday.
- **Greg:** HEDC is drafting ordinances and exploring low-interest loans to address vacancies and make spaces more marketable.

**4. Board Business & Board Share (5:05pm – 5:13pm)**

**Board Recruitment:**

- Board members will forward recruit names and resumes to Dinah and Herb.
- Herb and the Executive Committee will coordinate follow-up interviews.
- Goal: Vote on new board members before the November meeting.
- Bylaws and board responsibility documents were re-shared.

**Board Share:**

- “Ayumi Horie” is working with MECA’s head of ceramics, local business owners, and others to explore a formal clay community/guild.
  - Clay Fest is planned for July 27—a multi-day clay conference.
  - Kate shared information about the Crewe tour with this group.

**Next Board Meeting:** Proposed for July 23 at 3:30pm.

**Motion to Adjourn:** Kate Anker

**Seconded by:** Lindsay Hancock

**Outcome:** Unanimously approved.

**Meeting Adjourned:** 5:10pm

Meeting minutes submitted by Walks Tall Keith.